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**COMMONWEALTH OF MASSACHUSETTS**  
**Office of Consumer Affairs and Business Regulation**  
**Home Improvement Contractor Program**

1000 Washington Street, Suite 710, Boston, MA 02118  
617-973-8787 FAX (617) 727-3771  
[www.mass.gov/HomelImprovement](http://www.mass.gov/HomelImprovement)

**JAY ASH**  
SECRETARY OF HOUSING AND  
ECONOMIC DEVELOPMENT

**JOHN C. CHAPMAN**  
UNDERSECRETARY

**Request For Duplicate Registration Card**

Please complete (print) this form in ink and mail it to the above address.

**REGISTRATION NUMBER (if known):** \_\_\_\_\_

**REGISTRATION (COMPANY) NAME:** \_\_\_\_\_

**BUSINESS ADDRESS:** \_\_\_\_\_

**MAILING ADDRESS (if different):** \_\_\_\_\_

**INDIVIDUAL RESPONSIBLE FOR  
HOME IMPROVEMENT CONTRACTS:** \_\_\_\_\_

*SIGNATURE OF RESPONSIBLE PERSON REQUIRED IN ORDER TO PROCESS:*

**SIGNATURE:** \_\_\_\_\_

**TELEPHONE NUMBER:** \_\_ (\_\_\_\_) \_\_\_\_\_

**LOST CARD WAS:** \_\_\_\_\_ **ONLY CARD ISSUED** \_\_\_\_\_ **SUPPLEMENTARY CARD**

***IF SUPPLEMENTARY CARD:***

***NAME OF PERSON ISSUED CARD:*** \_\_\_\_\_

***SIGNATURE OF CARDHOLDER:*** \_\_\_\_\_

**FOR OFFICIAL USE ONLY**

**REGISTRATION NUMBER:** \_\_\_\_\_

**DUPLICATE ISSUED BY:** \_\_\_\_\_

**DATE:** \_\_\_\_\_